

Mount Kisco Public Library

Annual Report For Public And Association Libraries - 2024

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8800664290	<i>8800664290</i>
1.2	Library Name	MOUNT KISCO PUBLIC LIBRARY	<i>MOUNT KISCO PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Mount Kisco	<i>Mount Kisco</i>
1.6	Beginning Fiscal Reporting Year	06/01/2023	<i>06/01/2022</i>
1.7	Ending Fiscal Reporting Year	05/31/2024	<i>05/31/2023</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>

1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	06/01/2023	06/01/2022
1.12	Ending <u>Local</u> Fiscal Year	05/31/2024	05/31/2023
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	100 EAST MAIN STREET	100 EAST MAIN STREET
1.15	City	MOUNT KISCO	MOUNT KISCO
1.16	Zip Code	10549	10549
1.17	Mailing Address	100 EAST MAIN STREET	100 EAST MAIN STREET
1.18	City	MOUNT KISCO	MOUNT KISCO
1.19	Zip Code	10549	10549
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(914) 666-8041	(914) 666-8041
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(914) 666-3899	(914) 666-3899
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	jbrown@mountkicolibrary.org	miwan@mountkicolibrary.org

1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	www.mountkicolibrary.org	<i>www.mountkicolibrary.org</i>
1.24	Population Chartered to Serve (per 2020 Census)	10,959	<i>10,959</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Village	<i>Village</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	03/31/1910	<i>03/31/1910</i>
1.30	Date the library was last registered	03/31/1910	<i>03/31/1910</i>
1.31	Federal Employer Identification Number	136007304	<i>136007304</i>
1.32	County	WESTCHESTER	<i>WESTCHESTER</i>
1.33	School District	Bedford Central	<i>Bedford Central</i>
1.34	Town/City	Mount Kisco	<i>Mount Kisco</i>
1.35	Library System	Westchester Library System	<i>Westchester Library System</i>

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37 First Name of Library Director/Manager	Jennifer	<i>Martha</i>
1.38 Last Name of Library Director/Manager	Brown	<i>Iwanczyszyn</i>
1.39 NYS Public Librarian Certification Number	APEFWLP	<i>19506</i>
1.40 What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
1.43 E-mail Address of the Director/Manager	<i>jbrown@mountkicolibrary.org</i>	<i>miwan@mountkicolibrary.org</i>
1.44 Fax Number of the Director/Manager	<i>(914) 666-0935</i>	<i>(914) 666-3899</i>
1.45 Does the library charge fees for library cards to people residing outside the system's service area?	N	<i>N</i>

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. N N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A N/A

2. Indicate the type of municipality or district holding the public vote N/A N/A

3. Date the vote was held (mm/dd/2024) N/A N/A

4. Was the vote successful? Y/N N/A N/A

5. What type of public vote was it? N/A N/A

6a. Most recent prior year approved appropriation from a public vote: N/A N/A

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A N/A

6c. Total proposed appropriation (manually sum of 6a and 6b): N/A N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A N/A

2. Indicate the type of municipality or district holding the public vote N/A

3. Date the last successful vote was held (mm/dd/yyyy) N/A N/A

4. What type of public vote was it? N/A

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A N/A

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A N/A

2. Is this a written contractual agreement? N/A N/A

3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

N N

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	13,488	12,557
2.2	Adult Non-fiction Books	23,237	24,914
2.3	Total Adult Books (Total questions 2.1 & 2.2)	36,725	37,471

2.4	Children's Fiction Books	16,022	16,371
2.5	Children's Non-fiction Books	5,653	7,515
2.6	Total Children's Books (Total questions 2.4 & 2.5)	21,675	23,886
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	58,400	61,357

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	463	545
2.10	All Other Print Materials	3	3
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	466	548
2.12	Total Print Materials (Total questions 2.7 and 2.11)	58,866	61,905

ALL OTHER MATERIALS

2.13	Audio - Physical Units	2,562	2,777
2.14	Video - Physical Units	2,742	2,723
2.15	Other Circulating Physical Items	461	299
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	5,765	5,799

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	64,631	243,142
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	4,117	4,250
2.19	All Other Print Materials	109	126
2.20	All Other Materials	257	287
2.21	Total Additions (Total questions 2.18 through 2.20)	4,483	19,820

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	44,672	41,789
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)	ES - Annual Estimate Based on Typical Week(s)

3.2	Registered resident borrowers	3,638	5,851
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Note: Westchester Library System purged cards that were inactive for more than three years.

3.3	Registered non-resident borrowers	5	10
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Note: Library cards that were inactive for longer than three years were purged.

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	N
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS,
Windoweyes or NVDA No

refreshable Braille commonly
referred to as a refreshable Braille
display No

screen magnification software, Yes Yes
such as Zoomtext

electronic scanning and reading
software, such as OpenBook No

3.16 Is the library registered for Y Y
services from either the New York State
Talking Book and Braille Library (New
York State Library, Albany) or the
Andrew Heiskell Braille and Talking
Book Library (The New York Public
Library, New York)?

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a	Number of Sessions Targeted at Children Ages 0-5	124	145
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	2,397	2,593

3.18a	Number of Sessions Targeted at Children Ages 6-11	310	109
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Note: We increased the number of school-aged children's programs and also improved our statistical tracking methods.

3.18b	Attendance at Sessions Targeted at Children Ages 6-11	2,334	2,406
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3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	45	41
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3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	290	89
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Note: We offered more young adult programs and improved our marketing for programs.

3.20a	Number of Sessions Targeted at Adults Age 19 or Older	241	295
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3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	1,301	2,096
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Note: We offered less adult programs due to a gap in adult programming librarians staffing for several months while hiring a new librarian.

3.21a	Number of General Interest Program Sessions	87	86
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3.21b	Attendance at General Interest Program Sessions	1,569	1,423
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3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	807	676
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3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	7,891	8,607
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Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	709	379
3.24b	Total Live Onsite Program Attendance	6,150	6,816
3.25a	Total Live Offsite Program Sessions	7	3
3.25b	Total Live Offsite Program Attendance	79	36
3.26a	Total Live Virtual Program Sessions	91	294
3.26b	Total Live Virtual Program Attendance	1,662	1,755
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	807	676
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	7,891	8,607

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	0	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0	0
3.31	One-on-One Program Sessions	486	284

Note: We offered more tutoring sessions and more one-on-one sessions for Affordable Health Care.

3.32	Attendance at One-on-One Program Sessions	486	284
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Note: We offered more tutoring sessions and more one-on-one sessions for Affordable Health Care.

Teen-Led / Promotion / Summer Reading

3.33 Did your library offer teen-led activities during the 2024 calendar year? Y Y

3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes Yes

3.34b Does your library use Facebook for promotion? Yes

3.34c Does your library use Instagram for promotion? Yes

3.34d Does your library use Twitter/X for promotion? No

3.34e Does your library use TikTok for promotion? No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.36 Library outlets offering the summer reading program 1 1

3.37	Children registered for the library's summer reading program	79	45
3.38	Young adults registered for the library's summer reading program	8	5
3.39	Adults registered for the library's summer reading program	0	0
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	87	50
3.41a	Children's program sessions - Summer 2024	81	64
3.41b	Children's program attendance - Summer 2024	1,558	1,215
3.42a	Young adult program sessions - Summer 2024	7	6
3.42b	Young adult program attendance - Summer 2024	30	22
3.43a	Adult program sessions - Summer 2024	0	0
3.43b	Adult program attendance - Summer 2024	0	0
3.44	Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	88	70
3.45	Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	1,588	1,237
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	Y

3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y		Y
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COLLABORATORS

3.48 Public school district(s) and/or BOCES	1		1
3.49 Non-public school(s)	0		0
3.50 Childcare center(s)	0		1
3.51 Summer camp(s)	1		1
3.52 Municipality/Municipalities	1		0
3.53 Literacy provider(s)	0		
3.54 Other (describe using the State note)	0		
3.55 Total Collaborators (total 3.48 through 3.54)	3		3

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y		Y
3.57a Focus on birth - school entry (kindergarten) sessions	137		0

3.57b Focus on birth - school entry (kindergarten) attendance	2,944	0
3.58a Focus on parents & caregivers sessions	0	0
3.58b Focus on parents & caregivers attendance	0	0
3.59a Combined audience sessions	0	86

Note: Early literacy programs were erroneously reported as combined audience programs last year.

3.59b Combined audience attendance	0	1,506
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Note: Early literacy programs were erroneously reported as combined audience programs last year.

3.60 Total Sessions	137	86
3.61 Total Attendance	2,944	1,506

3.62 - Collaborators (check all that apply):

- a. Childcare center(s) No
- b. Public School District(s) and/or BOCES No
- c. Non-Public School(s) No
- d. Health care providers/agencies No
- e. Other (describe using the State note) No

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.64a Total group program sessions 0 0

3.64b Total group program attendance 0 0

3.65a Total one-on-one program sessions 252 229

Note: Increase in sessions.

3.65b Total one-on-one program attendance 252 229

Note: Increase in sessions offered.

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) Yes Yes

b. Public School District(s) and/or BOCES No

c. Non-Public Schools No

d. Other (see instructions and describe using Note) No

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.68a Children's program sessions 0 0

3.68b Children's program attendance 0 0

3.69a Young adult program sessions 0 0

3.69b Young adult program attendance 0 0

3.70a Adult program sessions 94 141

Note: Winter session was cancelled due to low enrollment.

3.70b Adult program attendance 940 1,400

Note: Average class size is 10. Less sessions were offered due to low enrollment after the election.

3.71 Total program sessions (total 3.68a + 3.69a + 3.70a) 94 141

3.72 Total program attendance (total 3.68b + 3.69b + 3.70b) 940 1,400

3.73a One-on-one program sessions 251 229

3.73b One-on-one program attendance 251 229

3.74 - Collaborators (check all that apply):

a. Literacy NY (Literacy Volunteers of America) Yes Yes

- | | | | |
|----|---|-----|-----|
| b. | Public School District(s) and/or
BOCES | | No |
| c. | Non-Public School(s) | | No |
| d. | Other (describe using the Note) | Yes | Yes |

Note: The library collaborates with Neighbors Link to offer ESOL classes.

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N	Y
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3.76a	Total group program sessions	0	0
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3.76b	Total group program attendance	0	0
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3.77a	Total one-on-one program sessions	0	6
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Note: Volunteer that was hosting 1 on 1 tutoring resigned.

3.77b	Total one-on-one program attendance	0	6
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Note: Volunteer that was hosting 1 on 1 tutoring resigned.

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	12,733	12,883
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4.2	Adult Non-fiction Books	7,141	7,285
4.3	Total Adult Books (Total questions 4.1 & 4.2)	19,874	20,168
4.4	Children's Fiction Books	18,620	18,789
4.5	Children's Non-fiction Books	3,288	3,425
4.6	Total Children's Books (Total questions 4.4 & 4.5)	21,908	22,214
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	41,782	42,382

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	4,374	4,953
4.9	Circulation of Children's Other Materials	1,852	1,853
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	6,226	6,806
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	48,008	49,188
4.12	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	Yes
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes	

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	7,973	9,225
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Note: Children's reference questions were not tracked for the majority of the year. The total is based on estimates from the months that were tracked.

4.14a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
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4.15	Does the library offer virtual reference?	Y	N
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Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	8,508	8,296
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	13,409	13,933
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E-RATE

4.18	Does the library file for E-rate benefits?	Y	Y
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4.19	Is the library part of a consortium for E-rate benefits?	Y	Y
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4.20	If yes, in which consortium are you participating?	Westchester Library System	<i>Westchester library system</i>
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5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to No
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to No
e-videos purchased solely by the
library?

5.11 Did the library provide access to Yes
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to research databases purchased solely by the library? No

5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library? No

5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books 14,113
during the reporting period

5.20 The total circulation of e-serials 3,457
during the reporting period.

5.21 The total circulation of e-audio 16,793
during the reporting period

5.22 The total circulation of e-videos 2,080
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per 35 35
workweek used to compute FTE for all
paid library personnel in this section.

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 1 0

6.3 Vacant Library Director 0 1
(certified)

6.4 Library Manager (not certified) 0 0

6.5 Vacant Library Manager (not 0 0
certified)

6.6	Librarian	4.64	4.25
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Note: Added additional ad hoc librarians in 2024.

6.7	Vacant Librarian	0	0
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6.8	Library Specialist/Paraprofessional	0	0
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6.9	Vacant Library Specialist/Paraprofessional	0	0
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6.10	Other Staff	6.47	7.34
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Note: Some ad hoc librarians were counted in this position last year. They have been moved to 6.6.

6.11	Vacant Other Staff	0	0
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6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	12.11	11.59
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6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	1.00
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SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
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6.15	Salary - Library Director (certified)	\$120,000	\$95,000
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6.16	FTE - Library Manager (not certified)	0	0
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6.17	Salary - Library Manager (not certified)	\$0	\$0
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6.18	FTE - Librarian	1	1
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6.19	Salary - Librarian	\$52,500	\$45,000
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7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

- | | | |
|--|---|---|
| 1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y | Y |
| 2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | Y |
| 3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y | N |
| 4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y | Y |
| 5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y | Y |
| 6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y | Y |
| 7. Is open the minimum standard number of public service hours for population served. (see instructions) | Y | Y |

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a. space Y Y

8b. lighting Y Y

8c. shelving Y Y

8d. seating Y Y

8e. power infrastructure Y Y

8f. data infrastructure Y Y

8g. public restroom Y Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y Y

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs Y Y

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y Y

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y Y

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y Y

13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	51.00	51.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00

8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	51.00	51.00
8.10	Annual Total Hours - Main Library	2,423.00	2,612.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,423.00	2,612.00

Note: Accounted for holiday closures in 2024. Also, we are not open on Sundays during the summer which had been previously counted.

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	MOUNT KISCO PUBLIC LIBRARY	<i>MOUNT KISCO PUBLIC LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	100 EAST MAIN STREET	<i>100 EAST MAIN STREET</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	MOUNT KISCO	<i>MOUNT KISCO</i>
6.	Zip Code	10549	<i>10549</i>
7.	Phone (enter 10 digits only)	(914) 666-8041	<i>(914) 666-8041</i>
8.	Fax Number (enter 10 digits only)	(914) 666-3899	<i>(914) 666-3899</i>
9.	E-mail Address	jbrown@mountkicolibrary.org	<i>miwan@wlsmail.org</i>
10.	Outlet URL	www.mountkicolibrary.org	<i>www.mountkicolibrary.org</i>
11.	County	WESTCHESTER	<i>WESTCHESTER</i>
12.	School District	Bedford Central	<i>Bedford Central</i>
13.	Library System	Westchester Library System	<i>Westchester Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,423	<i>2,612</i>
Note: Accounted for holiday closures and not open on Sundays during the summer. These factors were not taken into consideration in last year's report.			
16.	Number of Weeks This Outlet is Open	52	<i>52</i>

17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	185	305
20.	Enter the appropriate outlet code (select one):	LRF	LRF
21.	Who owns this outlet building?	Village	Village
22.	Who owns the land on which this outlet is built?	Village	Village
23.	Indicate the year this outlet was initially constructed	1974	1974
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2019	2019
25.	Square footage of the outlet	18,000	18,000
26.	Number of Internet Computers Used by General Public	9	9
27.	Number of uses (sessions) of public Internet computers per year	2,779	3,423
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
31.	Internet Provider	Verizon Wireless	<i>Other (specify using the State note)</i>
32.	WiFi Access	No restrictions to access	<i>Other (specify using the State note)</i>
33.	Wireless Sessions	11,490	<i>11,023</i>
33a	Reporting Method for Wireless Sessions	ES - Annual Estimate Based on Typical Week(s)	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	8800664290	<i>8800664290</i>
38.	<i>FSCSID</i>	NY0743	<i>NY0743</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024) 10 10

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. 5-7 5-7

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. 7 7

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. N/A N/A

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 3 3

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. N N

Note: Two trustees did not finish their board education. The board will pass a resolution requiring the trustees that did not do their training to double up in 2025 to complete the 2024 and 2025 requirement and going forward trustees who fail to meet the education requirement may be voted off of the board.

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): EP - board members are elected in a public election EP - board members are elected in a public election

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#) . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Sandra	<i>Sandra</i>
3.	Last Name of Board Member	Birnbaum	<i>Birnbaum</i>
4.	Mailing Address	79 Park Drive	<i>79 Park Drive</i>
5.	City	Mount Kisco	<i>Mount Kisco</i>
6.	Zip Code (5 digits only)	10549	<i>10549</i>
7.	E-mail address	sbirnbaum@mountkicolibrary.org	<i>sbirnbaum@mountkicolibrary.org</i>
8.	Office Held or Trustee	Financial Officer	<i>Financial Officer</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2024	<i>2023</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/12/2024	<i>01/12/2024</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/12/2024	<i>01/12/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Barbara	<i>Barbara</i>
3.	Last Name of Board Member	Steckel	<i>Steckel</i>
4.	Mailing Address	25 Glassbury Court	<i>25 Glassbury Court</i>
5.	City	Mount Kisco	<i>Mount Kisco</i>
6.	Zip Code (5 digits only)	10549	<i>10549</i>
7.	E-mail address	bsteckel@mountkicolibrary.org	<i>mtktrustee2@mountkicolibrary.org</i>
8.	Office Held or Trustee	Ex-Officio (Voting)	<i>Ex-Officio (Voting)</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2023	<i>2023</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/09/2023	<i>01/09/2023</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/09/2023	<i>01/09/2023</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Luke	<i>Maria</i>
3.	Last Name of Board Member	Powell	<i>Ciccone</i>
4.	Mailing Address	150 west main street	<i>55 Leonard Street</i>
5.	City	Mount Kisco	<i>Mount Kisco</i>
6.	Zip Code (5 digits only)	10549	<i>10549</i>
7.	E-mail address	lpowell@mountkicolibrary.org	<i>mciccone@mountkicolibrary.org</i>
8.	Office Held or Trustee	Secretary	<i>President</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2025	<i>2024</i>
11.	Term Expires	December	<i>December</i>

12.	Term Expires - Year (yyyy)	2027	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/22/2025	01/12/2024
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/22/2025	01/12/2024
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Heather	Luke
3.	Last Name of Board Member	Bryant	Powell
4.	Mailing Address	61 High Street	150 west main street
5.	City	Mount Kisco	Mount Kisco
6.	Zip Code (5 digits only)	10549	10549
7.	E-mail address	hbryant@mountkicolibrary.org	lpowell@mountkicolibrary.org
8.	Office Held or Trustee	President	Secretary
9.	Term Begins - Month	January	January
10.	Term Begins - Year (year)	2023	2024

11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2025	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/09/2023	<i>02/05/2024</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/09/2023	<i>02/05/2024</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Joyce	<i>Heather</i>
3.	Last Name of Board Member	Reed	<i>Bryant</i>
4.	Mailing Address	60 spring street	<i>61 High Street</i>
5.	City	Mount Kisco	<i>Mount Kisco</i>
6.	Zip Code (5 digits only)	10549	<i>10549</i>
7.	E-mail address	jreed@mountkicolibrary.org	<i>hbryant@mountkicolibrary.org</i>
8.	Office Held or Trustee	Ex-Officio (Voting)	<i>Vice President</i>
9.	Term Begins - Month	January	<i>January</i>

10.	Term Begins - Year (year)	2024	2023
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2025	2025

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Note: Joyce Reed is filling May Kirk's term that began in January 2023 and is set to run until December 2025. Joyce Reed was appointed in January 2024 to fill her unexpired term.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/05/2024	01/09/2023
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15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/05/2024	01/09/2023
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16.	Is this a brand new trustee?	N	<i>N</i>
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1.	Status	Filled	<i>Filled</i>
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2.	First Name of Board Member	Jill	<i>Joyce</i>
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3.	Last Name of Board Member	Resnick	<i>Reed</i>
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4.	Mailing Address	72 Forest Dr	<i>60 spring street</i>
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5.	City	Mount Kisco	<i>Mount Kisco</i>
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6.	Zip Code (5 digits only)	10549	<i>10549</i>
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7.	E-mail address	jresnick@mountkicolibrary.org	<i>jreed@mountkicolibrary.org</i>
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8.	Office Held or Trustee	Ex-Officio (Voting)	<i>Ex-Officio (Voting)</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2023	<i>2024</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Yes *No*

14. The date the Oath of Office (mm/dd/yyyy) was taken *02/05/2024*

01/09/2023

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) *02/05/2024*

01/09/2023

16. Is this a brand new trustee? *Y*

N

1. Status *Filled*

Vacant

Note: Vacancy exists for remainder of Maria Ciccone's term through December 2026 due to resignation. The Library Board will fill vacancy with person that received the second highest number of votes in the November 2024 General Election.

2. First Name of Board Member *Jill*

3. Last Name of Board Member *Resnick*

4. Mailing Address *72 Forest Dr*

5. City *Mount Kisco*

- | | | | |
|-----|---|---------------------|--|
| 6. | Zip Code (5 digits only) | | <i>10549</i> |
| 7. | E-mail address | | <i>jresnick@mountkiscollibrary.org</i> |
| 8. | Office Held or Trustee | Ex-Officio (Voting) | <i>Ex-Officio (Voting)</i> |
| 9. | Term Begins - Month | | <i>January</i> |
| 10. | Term Begins - Year (year) | | <i>2023</i> |
| 11. | Term Expires | December | <i>December</i> |
| 12. | Term Expires - Year (yyyy) | 2026 | <i>2025</i> |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | No | <i>Yes</i> |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | | <i>01/09/2023</i> |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | | <i>01/09/2023</i> |
| 16. | Is this a brand new trustee? | Y | <i>N</i> |

11. OPERATING FUNDS RECEIPTS

**Local Public Funds / System Cash
Grants / Other State**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y Y

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	Village	<i>Village</i>
2.	Name of funding County, Municipality or School District	Village/Town of Mount Kisco	<i>Mount Kisco</i>
3.	Amount	\$1,878,270	<i>\$1,803,000</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N</i>
5.	Written Contractual Agreement	N	<i>N</i>
11.2	TOTAL LOCAL PUBLIC FUNDS	\$1,878,270	<i>\$1,803,000</i>

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$3,447	<i>\$3,005</i>
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$1,871	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>

11.7	Other Cash Grants	\$0	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$5,318	\$3,005

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$1,023	\$390
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$2,263	\$1,316
11.17	Library Charges	\$4,680	\$410

Note: Copier revenue previously went to the library board but is now going to the library general fund. There was also an increase in fines collected.

11.18 Other	\$23,415	\$7,748
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Note: Room rental was \$6,075. Security services charges for room rental was \$17,340 to have staff here during times the library is closed but the room is rented.

11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$31,381	\$9,864
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11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,914,969	\$1,815,869
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11.21 BUDGET LOANS	\$0	\$0
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Transfers / Grand Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8)	\$0	\$0
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11.23 From Other Funds	\$19,994	\$19,994
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11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$19,994	\$19,994
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11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$136,506	\$136,870
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11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$2,071,469	\$1,972,733
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12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$314,985	\$244,322
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Note: The library hired a full-time director with an annual salary of \$120,000 beginning March 25, 2024.

12.2	Other Staff	\$357,858	\$351,844
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12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$672,843	\$596,166
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12.4	Employee Benefits Expenditures	\$393,757	\$275,044
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12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,066,600	\$871,210
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Note: The library hired a full time director which increased the number of people on health, vision, dental and life insurance plans by one. Salaries increased due to minimum wage increases and market adjustments.

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$49,205	\$52,792
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12.7	Electronic Materials Expenditures	\$18,273	\$13,799
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12.8	Other Materials Expenditures	\$0	\$0
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12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$67,478	\$66,591
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CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF)	\$6,915	\$530
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Note: The library purchased a new outside book drop and new printers in 2024.

12.11 From Other Funds (71OF)	\$0	\$0
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12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$6,915	\$530
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OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF)	\$49,237	\$23,313
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Note: Had additional HVAC repairs this year.

12.14 From Other Funds (72OF)	\$0	\$0
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12.15 Total Repairs (Add Questions 12.13 and 12.14)	\$49,237	\$23,313
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12.16 Other Disbursements for Operation & Maintenance of Buildings	\$140,788	\$132,584
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12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$190,025	\$155,897
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MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies	\$7,742	\$5,536
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12.19 Telecommunications	\$5,555	\$4,645
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Note: We now use Logically instead of the Westchester Library System for IT services so it no longer appears under Contracts with other systems.

12.21 Professional & Consultant Fees	\$2,197	\$2,164
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12.22 Equipment	\$0	\$0
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12.23	Other Miscellaneous	\$19,915	\$17,567
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$35,409	\$29,912

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$58,017	\$67,062
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Note: We no longer use the Westchester Library System to provide IT services. IT services are now provided by Logically.

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$647,025	\$645,025
12.27	From Other Funds (73OF)	\$0	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$647,025	\$645,025

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$647,025	\$645,025

12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$2,071,469	\$1,836,227
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TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF)	\$0	\$0
12.34 From Other Funds (76OF)	\$0	\$0
12.35 Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36 Transfer to Other Funds	\$0	\$0
12.37 TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0	\$0
12.38 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$2,071,469	\$1,836,227
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$0	\$136,506
12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$2,071,469	\$1,972,733

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/12/2025	04/25/2024
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	01/20/2025	02/03/2024
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Note: FY 2024 audit in progress.

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	06/01/2023-05/31/2024	06/01/2022-05/31/2023
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Note: FY 2024 audit in progress.

12.44 Indicate type of audit (select one):	Private Accounting Firm	<i>Private Accounting Firm</i>
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CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y	Y
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0	\$6,853
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13.2 All Other Revenues from Local Sources	\$0	\$0
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13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$6,853
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STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$0	\$0
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13.5 Other State Aid	\$0	\$0
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13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$0
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FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
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13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$6,853
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13.10	NON-REVENUE RECEIPTS	\$0	\$0
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13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0	\$6,853
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13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
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13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$6,853
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14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
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14.2	Incidental Construction	\$0	\$6,853
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Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
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14.4	Interest	\$0	\$0
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14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0	\$6,853
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0	\$6,853
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	\$0	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$6,853

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	4.94	4.59
16.2	Total Librarians	4.94	4.59

16.3	All Other Paid Staff	5.66	6.42
16.4	Total Paid Employees	10.60	11.01
16.5	State Government Revenue	\$5,318	\$3,005
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$31,381	\$9,864
16.8	Total Operating Revenue	\$1,914,969	\$1,815,869
16.9	Other Operating Expenditures	\$283,451	\$252,871
16.10	Total Operating Expenditures	\$1,417,529	\$1,190,672
16.11	Total Capital Expenditures	\$6,915	\$7,383
16.12	Print Materials	58,863	61,902
16.12a	Total Physical Items in Collection	64,628	67,701
16.13	Circulation of Children's Physical Material	23,760	
16.14	Total Registered Borrowers	3,643	5,861
16.15	Other Capital Revenue and Receipts	\$0	\$0
16.16	Number of Internet Computers Used by General Public	9	9
16.17	Total Uses (sessions) of Public Internet Computers Per Year	2,779	3,423
16.18	Wireless Sessions	11,490	11,023
16.19	Total Capital Revenue	\$0	\$6,853

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8800664290	<i>8800664290</i>
17.2	<i>Interlibrary Relationship Code</i>	ME	<i>ME</i>
17.3	<i>Legal Basis Code</i>	CI	<i>CI</i>
17.4	<i>Administrative Structure Code</i>	SO	<i>SO</i>
17.5	<i>FSCS Public Library Definition</i>	Y	<i>Y</i>
17.6	<i>Geographic Code</i>	PL1	<i>PL1</i>
17.7	<i>FSCS ID</i>	NY0743	<i>NY0743</i>
17.8	<i>SED CODE</i>	660102700033	<i>660102700033</i>
17.9	<i>INSTITUTION ID</i>	800000035693	<i>800000035693</i>

SUGGESTED IMPROVEMENTS

Library Name:	MOUNT KISCO PUBLIC LIBRARY	<i>MOUNT KISCO PUBLIC LIBRARY</i>
Library System:	Westchester Library System	<i>Westchester Library System</i>
Name of Person Completing Form:	Jennifer Brown	<i>Martha Iwanczyszyn</i>
Phone Number:	(914) 666-0935	<i>(914) 864-0136</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Agree	<i>Neither Agree nor Disagree</i>

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!